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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 14 May 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 7 May through 13 May 1953

## 1. General

25X1C15a

b. Material Reference Manual (continued) The Foreward, Index and Glossary are still in reproduction and completion is expected within the week.

25X1A1a

25X1A1a

c. Requisitions (continued) The requisitions have been reviewed, to determine which items can be issued out of Agency stocks without replacement. The review indicates that approximately [REDACTED] can be thus issued and procurement of materiel will be necessary for the remaining [REDACTED]. It is anticipated that a substantial cut-back will also occur in [REDACTED] NE requisitions.

25X1A1a

25X1A1a

25X1A1a

25X1A6a

## 2. Projects and Studies in Process

b. Report of NEA Representative (new) Prepared a brief of Report of NEA Representative visit to [REDACTED] and submitted to Acting Chief, Logistics.

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c. Logistic Support Base Program (continued) Meeting was held 7 May 1953 by Mr. [REDACTED] DD/P-Admin. for further discussion pertaining to world wide logistic support base program.

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[REDACTED]  
e. Field Trip to EE (continued) Continued coordination of trip by Chief of Logistics and Chief, Supply Division, to the European Theater. Continued gathering and preparation of agenda material for this trip.

25X1A  
f. Adequacy of [REDACTED] (new) A meeting was held with PM Staff, AMD and FE Division to determine whether or not quantities of [REDACTED] were adequate on the Procurement Shopping List. As an outcome of this meeting, a revision was made and submitted to the Chief of Logistics.

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25X1A2g  
25X1A6a

h. Reassignment [REDACTED] (continued)  
No change awaiting new administrative plan from [REDACTED]

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i. Projected Logistics Support, Man Strength (continued)  
This study has developed a format for converting the Agency's known material resources into man-strength as it relates to PM activities. The study also indicated that this Office expects to be in a position shortly to determine required logistical support for man-strength as may be approved for PM activities.

3. Other Items of Interest

a. Regulation No. [REDACTED] (continued) Suggestions were made for the revision of Regulation No. [REDACTED]

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b. Transmitters (new) A survey was made of area divisions, Office of Communications and the PP Staff relative to transmitters now in storage and owned by the Agency. This report was forwarded to the DD/P-Admin.

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[REDACTED]

25X1C10b

(2) A meeting was held with representatives of FE Division to determine suitability, price, etc., of two (2) [REDACTED] It was ascertained that sufficient funds for purchase were not available in project and program. Since the cut-back of total funds in Fiscal Year 1954 will not allow maintenance and operations funds, a cable was prepared to Senior Representative, [REDACTED] cancelling purchase.

25X1A6a

d. NEA

25X1C10b

25X1C10b

The DD/P-Admin. put certain qualifying conditions upon his approval of NEA requisition for a [REDACTED]

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Upon investigation, it was determined that the Office of Training is utilizing their [REDACTED] in various training programs, as well as for travel purposes. The EE Division signified that it would be impossible to release any of the [REDACTED] under their control.

25X1C10b

25X1C10b

25X1A6a

e. SE

Representatives of SE/LOG were taken to the [REDACTED] Avenue Warehouse to inspect the "Class A" furniture available. The Division is contemplating utilizing some of this furniture in the offices of a proprietary company.

f. Office of Communications

Data was collected from the Office of Communications relative to 50 KV and 7½ KV mobile stations for Radio Free Europe.

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[REDACTED]

LO/CR/WHM:jkj (5-14-53)

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